

*Rec. Mgmt 1-1  
Policy, Laws, Reg, etc.*

Item of Interest discussed at a Meeting on 24 May 1961  
with Col. White

1. June 1 to DDS - Notice to be received tomorrow
2. June 1 RAB - To include all elements
3. June 1 - Further Decentralization
4. June 1 - No more new <sup>work</sup> except as per New program
5. 60 days after 1 June to "clean-up" existing work
6. After 1 August - Less Staff by 6
7. Agency Placement First
8. External Placement Next
9. Surplus - Last resort
10. Personal Interest  
Loyalty

New and Revised Forms

Work Load Calendar Year 1960

DDI	72
DDP	102
DDS	184
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Logistics	113
Personnel	34
Comptroller	32
Security	25
Training	17
Commo	11
Medical	11
Others	11
	<hr/>
	184

Forms in Use by Agency Components as of 31 December 1960

	Total	% of Agency Total
DDI	355	19.5
DDP	298	16.4
DDS	1162	64.1
	<u>1815</u>	<u>100.</u>

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Logistics	279	15.3
Comptroller	256	14.5
Personnel	186	10.2
Security	121	6.6
Commo.	105	5.7
OTR	69	3.8
Medical	68	3.3
OTHERS	78	4.3
DDS Offices		

Report of Records Holdings as of June 30, 1960

	Total Cu. Ft.	% of Total
DDI	122,592	65%
DDP	34,309	18.3%
DDS	31,427	16.6%
DCI	236	.1%
Total	188,564	100.0%

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DDS	31427. cu. ft	
Security	7834.	25%
Training	7001.	22
Logistics	4942.	16
Comptroller	4118.	13
Commo.	3303.	11
Personnel	2748.	9
General Counsel	676	1.5
Medical	548	1.7
Management	208.	0.7
Audit	50.	0.1
Total	31,427	100.0%